



## DELAWARE JUDICIARY FAMILY COURT

**Non-Merit Position**  
**(This position is exempt from the State of Delaware Merit Rules  
and the Judicial Personnel Rules)**

### **POSTING # 101717-FCCA COURT ADMINISTRATOR**

**Opening Date:** October 17, 2017

**Closing Date:** November 7, 2017

**A Vacancy Exists**

**Salary:** \$100,557.67 per year Pay Grade 21

**Recruiting For:** Family Court

**Location:** Leonard L. Williams Justice Center, City of Wilmington  
**(Please check this county on your application).**  
This position requires state-wide responsibilities and travel.

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#### **Summary Statement:**

This position is characterized as “confidential” under the Judicial Personnel Rules which means that the employee serves at the pleasure of the Chief Judge of the Family Court. Reporting to the Chief Judge, this employee will be responsible for managing the non-judicial, administrative activities of the Court including planning and developing administrative policies and procedures and is expected to undertake administrative duties in assisting the Court in managing statewide administrative operations, interpreting and conforming court operations to court rules, answering questions from the public, conducting research, serving as staff for internal and external committees, and preparation of the court budget. In addition, the employee will ensure that modern business practices are utilized, including advanced technological systems, and will be responsible for managing the business operations of the Family Court and implementing approaches to accomplish the Court’s long-range operations goals. As the Court Administrator, the employee will be expected to handle additional duties as the Chief Judge deems appropriate and any other duties the Chief Judge assigns.

**Minimum Qualifications:** Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.” Resumes may not be substituted in lieu of the application.

1. Three years of supervisory experience in either governmental or private business, which includes planning, assisting, reviewing and evaluating the work of others.
2. Experience in developing policies and procedures.
3. Experience in narrative report writing.
4. Experience in managing an organization, including fiscal, human resources, and information and technology management, and in developing and implementing solutions to organizational and operational goals.
5. Knowledge of the principles and practices of budget preparation, analysis, and administration.
6. Outstanding analytical and problem-solving skills.
7. Ability to plan, organize, direct, and evaluate the work of professional, administrative, and support staff in a manner conducive to high morale and productivity.
8. Ability to communicate clearly, courteously and effectively, both verbally and in writing.
9. Ability to coordinate, oversee, and follow through on work assignments to obtain desired results, including multiple tasks assigned simultaneously.
10. Knowledge of court operations and procedures is preferred.
11. Bachelor’s degree required; Juris Doctor or advanced degree in Business Management, Public Administration or a similar degree is not required but would be beneficial.

**Conditions of Employment:**

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

**Benefits:** To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/>

**Submitting Your Application:** Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Court Administrator position” in the subject line to: [FC\\_APPS@state.de.us](mailto:FC_APPS@state.de.us) (preferred method)
2. Fax your application to: (302) 255-2202, Attention: Human Resources
3. Mail your application to:  
 Family Court Human Resources  
 Leonard L. Williams Justice Center  
 500 N. King Street, Suite 3500  
 Wilmington, DE 19801

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
  - TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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Action Employer**